

United States Bankruptcy Court
Northern District of Florida
227 N. Bronough St., Rm. 3120
Tallahassee, FL 32301
850-942-8933

William W. Blevins
Clerk of Court
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Richard W. Mildenerberger
Chief Deputy Clerk
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IMPORTANT INFORMATION FOR DEBTOR ATTORNEYS

DATE: December 10, 2003

SUBJECT: Amended Form 21/Corrected Social Security Number

If there is a need for an amended Form 21 to correct a Social Security Number (SSN), please:

1. Complete an Amended Form 21 and keep it on file for four years after the case or proceeding is closed.
2. Make a copy of the amended Form and **mail** it to the clerk's office so that we can correct the number on our system.

NOTE: As with the original Form, the amended Form should **NOT** be filed on the system or sent to us via disk or e-mail.

In addition, under the FRBP, a notice of the correct number needs to be sent to all creditors, the United States Trustee, and the case trustee. A truncated or redacted copy of the notice showing only the last four digits in the SSN should be filed with the court. Only with an error in the last four digits of the SSN that appear on the petition should the debtor file an amended petition with notice to all parties.